



Events, Park & Facility Use Permit Information

Department of Planning and Community Development

Why do I need to apply for a permit for my event or to use a City facility or park?

There are several reasons:

- To protect the general public's health, safety and welfare.
- To ensure that adequate services such as public safety, traffic control and sanitation are scheduled.
- To ensure the event meets legal requirements for the use of right-of-way and city properties.
- To alert the city to any unusual event that may impact emergency service providers.
- To provide adequate notice to residents and businesses who may be impacted by the event.

There are two types of Permits: Park and Facility Use Permit and an Event Permit.

Park and Facility Use Permit

A Park and Facility Use Permit is required for any activity, assembly, gathering, meeting or other organized activity, of more than fifty but less than one hundred persons, gathering for a common purpose and held in a City park, facility or public property. Park Permits are issued for events such as family reunions, birthday parties and other small group or organization meetings.

Event Permit

Lake Stevens Municipal Code Chapter 14.08 defines an event as;

a) Any organized formation, parade, procession or assembly consisting of persons, animals, motorized or non-motorized vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk, body of water, or other public right-of-way which does not normally comply with normal and usual traffic regulations or controls; or

(b) Any organized assemblage of 100 or more persons at any public park, beach, body of water, right-of-way, or other publicly owned property, gathering for a common purpose under the direction and control of a responsible person or agency; or

(c) Any other organized activity or set of activities conducted by an individual, group or entity for a common or collective use or benefit and which may be conducted on public or private property which would have a direct significant impact on:

- (1) Traffic congestion or traffic flow to and from the event over public streets, body of water or rights-of-way;
- (2) Public streets or rights-of-way near the event; or
- (3) City provided emergency and or public services such as those provided by police, fire, medical aid or public works personnel.

In the past I have always applied for a Park Use Permit and never had to apply for an Event Permit. Why do I have to do it now?

Policies and procedures have been changed to provide citizens and other groups and organizations with a streamlined and consistent process to plan events and use City parks and facilities. Certain insurance and licensing requirements periodically change and the City wants to make sure that events held in the City met those requirements.

Are there fees required for an Event Permit or to use a City park or facility?

Yes, there are application fees to process and review Park and Event Applications, please refer to the Park and Event Application Fee Table included with this handout. City facilities such as the Community Center, Concession Stands and Picnic Shelters also require a rental fee and damage deposit, please refer to the current City of Lake Stevens Fee Resolution for applicable rates and deposits.

▪ Fees for Additional Services

Events may require additional services such as police officers for traffic control, public works, parks department services or portable bathrooms, the fees and costs related to those services are the event applicant's responsibility. Fees will be charged in accordance with the current City of Lake Stevens Fee Resolution and actual cost of services.



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■ Insurance

Most activities and events require a Certificate of Liability Insurance and Endorsement (naming the City of Lake Stevens as additional insured). Individuals, groups and organizations are able to obtain the appropriate insurance through the WCIA website at www.wciapool.org, follow the directions for **'One Day Insurance: TULIP'**. All of the City of Lake Stevens facilities and parks are listed under **'Washington Cities Insurance Authority'** in the **'Select a Facility'** scroll down menu.

- **Additional licenses, permits, inspections and fees are also required but not limited to the following events or activities:**

ACTIVITY	REGULATORY AGENCY	REQUIREMENT	FEE CHARGED
Air Show	FAA	License and Inspection	Yes
Alcohol Sold or Served	WA State Liquor Control Board City Council	Liquor License Permit Approval	Yes No
Carnival Ride/ Inflatable Toys	WA Dept. of Labor and Industries	Operator and Equipment License	Yes
Concession/Vendors	City of Lake Stevens	Business License and Concession Contract	Yes
Electrical Services	WA Dept. of Labor and Industries	L & I Inspection	Yes
Food Sold or Served	Snohomish County Health District City of Lake Stevens	Food Handlers License and Business License	Yes Yes
Pyrotechnics (Fireworks)	Washington State Patrol Lake Stevens Fire Department	State Permit and License Fire Inspection	Yes Yes
Raffles/Lottery Games	State Gambling Commission	License	Yes
Tents or Trailers	Lake Stevens Fire Department	Fire Inspection	Yes

How do I obtain a permit for an event?

Complete an Event Application and submit it with the applicable Application Fee to the Planning and Community Development Department (**1812 Main Street, PO Box 257, Lake Stevens, WA 98258**). The application will be reviewed and a determination will be made as to whether the event will be permitted and what if any additional fees will or may apply. Please refer to the Park and Event Application Fee Table attached to this handout for current application fees and Park and Event Application Guidelines. The application must be filled out in full, do not write 'see attached' or 'refer to attached documents' unless prompted to do so on the application form. An incomplete application will not be accepted and will delay the application and review process.

I would like to receive a waiver for the application fee and any other fees related to my event, how do I request that?

The City may consider some events for City sponsorship or co-sponsorship if the event meets certain criteria. To be eligible for City sponsorship the event must:

- Benefit the community as a whole
- Be open to the general public (no admission, membership or entrance fee)
- Offer activities that would encourage the participation of residents
- *Have been anticipated in the City's annual budget

*In order to be anticipated in the City's annual budget, you must submit a letter to the City Administrator requesting your event be sponsored prior to that year's budget being finalized, budget cycles are finalized the year prior to becoming effective. For example if your event is scheduled to occur in July of next year, to be considered for sponsorship you would have to submit a letter prior to October of this year. Please note that there are no exceptions to this requirement.



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I would like to serve alcohol at an event but it is in a City Park or public property, would this activity be allowed?

LSMC 10.030.150 prohibits the possession or consumption of intoxicating liquors in a City Park or Public property. However there is an exception to this that states *'the City Council may permit the sale and consumption of alcoholic beverages within a confined licensed area pursuant to an event permit issued by the City and a permit issued by the Washington State Liquor Control Board.'*

To meet the requirements of this code provision you must complete and submit an Event Application with the applicable application fee. You will be notified of the date, time and location of the City Council meeting that your request to serve alcohol during your event will be presented to Council.

My event is less than 60 days from today; can I request an 'expedited' review?

Event Applications submitted less than sixty days from the desired date of the event require an expedited review. You will be charged in addition to the applicable Event Application fee, a non-refundable Expedited Review fee (per the current City of Lake Stevens Fee Resolution). The Expedited Review fee must be paid at time of submittal and does not guarantee that your event will be permitted.

The Event Application indicates that a Level 4 Event requires a 'pre-application meeting', what is this and how do I schedule one?

Level 4 Events are large events that take careful planning and coordination. Permitting and sponsoring these types of events will require a large number of conditions and licensing requirements are met. To ensure that event sponsors and the City are able to meet, provide and set up a pre-application meeting, complete the event application and call the Planning and Community Development Department at (425) 377-3235 to schedule a meeting. Level 4 Event Applications will not be accepted unless a pre-application meeting has been scheduled.

Who can I contact for further information on Event, Park and Facility Permits?

You may contact the Permit Specialist in the Planning and Community Department at (425) 377-3235 or email jeilert@ci.lake-stevens.wa.us.

PARK AND EVENT APPLICATION FEE TABLE

Application fees are due at time of submittal. If the date of your Level 1, 2, 3 or 4 Event is less than 60 days from the date of application submittal then a non-refundable \$100 expedited review fee is also due in addition to the application fee at time of submittal.

	PARK/FACILITY	EVENT LEVEL 1	EVENT LEVEL 2	EVENT LEVEL 3	EVENT LEVEL 4
DESCRIPTION These are some general guidelines, please refer to LSMC 14.16C.065 Events for full details	<ul style="list-style-type: none">• More than 50 but less than 100 persons in a park or on public property• Does not require a road closure or traffic revision	<ul style="list-style-type: none">• More than 100 but less than 500 persons• Event last up to one day	<ul style="list-style-type: none">• More than 500 but less than 1,000 persons• May last up to two consecutive days	<ul style="list-style-type: none">• Event held one day a week• Reoccurring on a periodical or seasonal basis on a calendar year• Open to general public	<ul style="list-style-type: none">• More than 1,000 persons per day• One day per year but no more than four consecutive days per year• Pre application meeting required
APPLICATION FEE <i>Does not include any applicable Fire Review or Inspection Fees</i>	\$35 w/out picnic shelter	\$75	\$225	\$300	\$1,050
EXAMPLES OF TYPES OF EVENTS	<ul style="list-style-type: none">• Small family reunion, BBQ or similar event• Small group meetings or gatherings	<ul style="list-style-type: none">• Small rowing regattas• Disc Golf Events• Large family reunion or event• Downtown Halloween Event	<ul style="list-style-type: none">• Rowing Regattas• Small Triathlons	<ul style="list-style-type: none">• Farmers Market• Music on the Lake• Movies in the Park	<ul style="list-style-type: none">• Aquafest• Ironman